

CHARTER TOWNSHIP OF CLINTON
EMPLOYEES CIVIL SERVICE COMMISSION
AGENDA
February 25, 2009
5:30 p.m.
Room 500

- I. Call to Order
- II. Approval of Agenda
- III. Approval of Minutes from the January 28, 2009 meeting.
- IV. Correspondence:
 - A. Approval of Office Aide revised examination.
 - B. Approval of Office Aide revised job description.
 - C. Approval of Office Aide revised job posting.
 - D. Approval of Equipment Operator revised job description.
 - E. Request from Water Superintendent for temporary appointment of Billing & Posting Clerk position.
- V. Reports:
 - A. Status of Billing & Posting Clerk position.
 - B. Memorandum to all Department heads regarding personnel files.
 - C. Memorandum to all Department head regarding employee performance evaluation seminar.
 - D. Diversity in Hiring Committee recommendations.
- VI. Public Participation
- VII. Commissioner Comments
- VIII. Old Business
 - A. Legal opinion regarding residency requirements.
- IX. Adjournment